



Program Description, Rules, Regulations, and Procedures  
For Enrollment Period of May 1, 1991 thru May 31, 1991



The Alabama P.A.C.T.  
*An investment in our most valuable resource – our children.*

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# Program Description, Rules, Regulations, and Procedures

## Prepaid Affordable College Tuition (P.A.C.T.) Program

### Created by the Wallace-Folsom Prepaid College Tuition Trust Fund Act

#### SECTION 1 PROGRAM DESCRIPTION

Under the Wallace-Folsom Prepaid College Tuition Trust Fund Act, Sections 16-31C-1 etc., *Code of Alabama*, 1975 (as last amended), the Wallace-Folsom Prepaid College Tuition Trust Fund (hereinafter "the Trust Fund") was established as an agency and instrumentality of the State of Alabama, by the 1989 regular session of the Alabama Legislature. This educational trust fund was created within the State Treasury so that many of the costs associated with attending a public college or university in the State of Alabama can be paid, in advance, for a child's undergraduate enrollment, at a rate lower than the projected corresponding cost at the time of actual college enrollment of the child.

The prepayment program, within the State Treasurer's Office, is known as P.A.C.T., Prepaid Affordable College Tuition. Through P.A.C.T. an individual, corporation, trust, charitable organization, or other Entity may purchase a P.A.C.T. Contract. The P.A.C.T. Contract provides for the payment by the Trust Fund of undergraduate tuition, for a specified number of credit hours, and for the payment of Mandatory Fees, for a specified number of academic terms, on behalf of the Beneficiary for whom the P.A.C.T. Contract is purchased. The P.A.C.T. Program is administered by the Office of the State Treasurer under the guidance of a ten member Board of Trustees chaired by the State Treasurer.

The cost of a P.A.C.T. Contract is based primarily on the average current and projected tuition and Mandatory Fee rates at public colleges and universities in Alabama and on the number of years expected to elapse between the purchase of a P.A.C.T. Contract and the exercise of the benefits provided in the P.A.C.T. Contract by the Contract Beneficiary. The State Treasurer, on behalf of the Board of Trustees, has established the cost of P.A.C.T. Contracts in accordance with actuarial assumptions adopted by the State Treasurer and the Board of Trustees.

Payments by P.A.C.T. Contract Purchasers are placed in the Trust Fund and are combined and invested by the State Treasurer with the goal of yielding, at a minimum, sufficient income to generate the difference between the prepaid amount and the cost of Instate Tuition and Mandatory Fees at the time of actual enrollment of the Beneficiary. The P.A.C.T. Contract Purchaser receives periodic statements reflecting amounts paid into the Trust Fund.

#### SECTION 2 LOCATION OF P.A.C.T. OFFICES

P.A.C.T. Program headquarters are located in the Office of the State Treasurer, Alabama State House, 11 South Union Street, Suite 10, Montgomery, Alabama 36130. Office hours are 8:00 A.M. through 5:00 P.M., Monday through Friday, except legal holidays.

During P.A.C.T. Enrollment Periods, office hours are 7:00 A.M. through 7:00 P.M. Monday through Friday, except legal holidays. Persons may obtain forms, publications, and documents by writing to, visiting, or calling the P.A.C.T. offices at 205-242-7514 or 1-800-ALA-PACT.

#### SECTION 3 PROGRAM ADMINISTRATION

The P.A.C.T. Program is administered by the State Treasurer under the direction of a ten (10) member Board of Trustees. The Board of Trustees is chaired by the State Treasurer.

The State Treasurer, on behalf of the Board of Trustees, and in conjunction with a qualified actuarial firm, has constructed the prices of P.A.C.T. Contracts, and has developed Payment Schedules for P.A.C.T. Contract Purchasers, in accordance with the actuarial assumptions adopted by the State Treasurer and the Board of Trustees.

The fiscal year of the P.A.C.T. Program corresponds to the fiscal year of all other state entities, i.e. October 1st through September 30th. Each fiscal year, the State Treasurer will evaluate, or cause to be evaluated, the actuarial soundness of the Trust Fund. The State Treasurer will annually prepare, or cause to be prepared, on a fiscal year basis, a report setting forth an accounting of the Trust Fund and a description of the financial condition of the Trust Fund.

The State Treasurer, on behalf of the Board of Trustees, has also established Program Rules, Regulations, and Procedures; has contracted for necessary goods and services; has employed necessary personnel; has engaged the services of private persons for administrative and technical assistance; will make arrangements with State colleges and universities to transfer monies from the Trust Fund on behalf of Qualified Beneficiaries; will solicit and accept gifts, including those made by will, grants, and other sources for purposes of carrying out the P.A.C.T. Program; and will encourage participation of employers in P.A.C.T. on behalf of employees and their Immediate Families.

#### SECTION 4 THE ADMINISTRATIVE FUND

An Administrative Fund, separate from the Trust Fund and known as the Prepaid Affordable College Tuition Administrative Account, has been established by the State Treasurer to provide for the administrative costs of the P.A.C.T. program. In general, administrative fees paid by P.A.C.T. Contract Purchasers are deposited in the Administrative Fund and are used to defray the administrative costs of the P.A.C.T. program.

## SECTION 5 THE TRUST FUND

The Trust Fund has been created within the State Treasury to accept State appropriations, monies acquired from other governmental or private sources, and monies remitted by Purchasers in accordance with P.A.C.T. Contracts. All monies deposited into the Trust Fund are invested by the State Treasurer in accordance with the Comprehensive Investment Policy of the Trust Fund, established by the State Treasurer and adopted by the Board of Trustees. This Investment Policy is administered by the State Treasurer and may be amended from time to time as is deemed necessary by the State Treasurer.

## RULES, REGULATIONS, AND PROCEDURES PREPAID AFFORDABLE COLLEGE TUITION (P.A.C.T.) PROGRAM

### SECTION 6 DEFINITIONS

In these rules, regulations, and procedures of the P.A.C.T. Program, the following terms shall be defined as follows:

**6.00 "Application"** means a request for acceptance into the P.A.C.T. Program, made on a form, or a duplicate form, approved by the State Treasurer.

**6.01 "Application Processing Fee"** means the processing fee, specified in Section 12.011, paid by the P.A.C.T. Contract Purchaser upon application for entrance into the P.A.C.T. Program.

**6.02 "P.A.C.T. Enrollment Period"** means any period designated by the State Treasurer during which Applications for enrollment in the P.A.C.T. Program will be accepted by the State Treasurer.

**6.03 "Qualified Beneficiary"** means an individual who meets all Beneficiary eligibility criteria as specified in Section 9.00 and who is designated by the P.A.C.T. Contract Purchaser to be the recipient of the P.A.C.T. Contract benefits. All references to the Contract Beneficiary within these Rules, Regulations, and Procedures assumes that the Beneficiary meets the Beneficiary eligibility requirements of P.A.C.T. and is, therefore, a Qualified Beneficiary.

**6.04 "Contract Purchaser"** means any adult person, corporation, trust, charitable organization or other Entity eligible to purchase a P.A.C.T. Contract, and who is obligated to make P.A.C.T. Contract payments and Administrative Fee payments in accordance with the P.A.C.T. Contract. Except in the case of payroll deduction, P.A.C.T. Contract payments may be made by someone other than the designated Contract Purchaser.

**6.05 "P.A.C.T. Contract"** refers collectively to the P.A.C.T. Application, the MasterPACT, and the Participation and Payment Schedule.

**6.06 "Participation and Payment Schedule"** means the document, prepared by the State Treasurer, which defines the frequency, duration, and due date of P.A.C.T. Contract payments, based on information provided by the Purchaser on the P.A.C.T. Application.

**6.07 "MasterPACT"** means the legal document which specifies the terms and conditions of the P.A.C.T. Program.

**6.08 "Postsecondary Institution"** means a public educational Associate of Arts or baccalaureate degree-granting postsecondary institution; or a private, independent Associate of Arts or baccalaureate degree-granting college or university; or an out-of-state Associate of Arts or baccalaureate degree-granting college or university.

**6.09 "Public Postsecondary Institution"** means any college or university listed in Section 7 of these Rules, Regulations, and Procedures, and any other college or university in Alabama which is recognized as a Public Postsecondary Institution as determined by the State Treasurer upon advice of the Alabama Commission on Higher Education, the Alabama College System, the State of Alabama Board of Education, or other organization having the authority to make such a determination, whether or not such Postsecondary Institution is listed in Section 7 of these Rules, Regulations, and Procedures.

**6.10 "Out-of-State Postsecondary Institution"** means an Associate of Arts or baccalaureate degree-granting college or university located outside of the State of Alabama.

**6.11 "Independent/Private Instate Postsecondary Institution"** means an independent/private, Associate of Arts or baccalaureate degree-granting college or university, located and chartered in Alabama, which is supported wholly or principally from sources other than State monies. The Independent/Private Postsecondary Institution Trustees or Governors are selected privately, meaning not elected publicly and not appointed by a public body. The Independent/Private Postsecondary Institution may be accredited by the Commission on Colleges of the Southern Association of Schools and Colleges.

**6.12 "Academic School Year"** means three quarters or two semesters of a twelve month school year.

**6.13 "Instate Tuition" or "Instate Tuition Rate"** means the tuition rate charged to a student who meets the instate residency requirements of the particular Public Postsecondary Institution attended by the student.

**6.14 "Mandatory Fees"** means those fees required as A CONDITION OF ENROLLMENT for ALL students attending the Postsecondary Institution in which the Qualified Beneficiary is enrolled and to which the Trust Fund payments will be made on behalf of the Qualified Beneficiary. The term "Mandatory Fees," as used herein, does not include charges for tuition, for books, for supplies, for credit hours, for room, or for board even if the Postsecondary Institution attended by the Qualified Beneficiary requires all students to pay such charges. Additionally, the term "Mandatory Fees," as used herein, does not include application entrance fees paid to postsecondary institutions when the Qualified Beneficiary applies for enrollment.

**6.15 "Projected College Entrance Date"** means the Academic School Year following the Qualified Beneficiary's projected high school graduation and is the earliest date for utilization of P.A.C.T. Contract benefits without written approval from the State Treasurer and subject to the provisions of Sections 11.011, 11.012, and 11.03 herein. The Projected College Entrance

Date is calculated by the State Treasurer based on information provided by the Purchaser in the P.A.C.T. Application. The State Treasurer will provide the Qualified Beneficiary's Projected College Entrance Date to the Purchaser.

**6.16 "Official Change Period"** means any period so designated by the State Treasurer during which the P.A.C.T. Contract Purchaser may submit a written request for approval of changes in P.A.C.T. Contract terms, conditions, or information. Such changes may include, but are not limited to, changes in the Participation and Payment Schedule; changes in information provided on the P.A.C.T. Application, the MasterPACT, or on other P.A.C.T. documents; changes in payment method; and similar types of requests. Changes may be made outside of an Official Change Period only with special approval of the State Treasurer in cases of hardship and pursuant to the special petition procedures outlined in Section 16.00 herein.

**6.17 "Substitute Beneficiary"** means an individual named by the P.A.C.T. Contract Purchaser to receive, in place of the originally named Qualified Beneficiary, the benefits guaranteed under the P.A.C.T. Contract and who meets the eligibility criteria specified in Section 9.02.

**6.18 "Immediate Family,"** for purposes of these Rules, means any of the following relations of the Purchaser:

- |                 |              |
|-----------------|--------------|
| — child         | — grandchild |
| — stepchild     | — niece      |
| — adopted child | — nephew     |

OR, for purposes of these Rules, any of the following relations of the Qualified Beneficiary:

- |                |                           |
|----------------|---------------------------|
| — brother      | — stepsister              |
| — sister       | — legally adopted brother |
| — half brother | — legally adopted sister  |
| — half sister  | — first cousin            |
| — stepbrother  |                           |

**6.19 "Partial Scholarship" or "Full Scholarship" or "Scholarship"** means grants, gifts, or other financial aid awarded to a Qualified Beneficiary in an amount sufficient to pay a portion or all of the same benefits as are guaranteed under a P.A.C.T. Contract. A loan is not considered a Scholarship.

**6.20 "Disability of the Purchaser"** means disability as defined in the applicable rules, regulations, and guidelines of the Social Security Administration.

**6.21 "Disability of the Qualified Beneficiary"** means a disability which, based on the findings of a qualified health care professional, and on approval of these findings by the State Treasurer, renders the Qualified Beneficiary incapable of participating in higher education.

**6.22 "Termination"** means involuntary discontinuation of the Purchaser from the P.A.C.T. Program and involuntary discontinuation of the Qualified Beneficiary's right to receive benefits under a P.A.C.T. Contract.

**6.23 "Cancellation"** means voluntary discontinuation of the Purchaser from the P.A.C.T. Program and voluntary discontinuation of the Qualified Beneficiary's right to receive benefits under a P.A.C.T. Contract, when requested by the Purchaser, so long as the

Purchaser has provided at least thirty (30) days' written notice to the State Treasurer and has submitted all applicable Administrative Fees.

**6.24 "Current Tuition Value"** means an amount equal to the present value of the forecasted average Instate Tuition plus Mandatory Fees of Alabama Public Four-Year Postsecondary Institutions, less the present value of the remaining payments due on the P.A.C.T. Contract, and less the accumulated value of payments made from the Trust Fund on behalf of the Qualified Beneficiary at the time the calculation of Current Tuition Value is made.

**6.25 "Redemption Value"** means the sum of all P.A.C.T. Contract payments paid to date by the Purchaser, not including Administrative Fees, minus any amounts paid by the Trust Fund to Postsecondary Institutions on behalf of the Qualified Beneficiary.

**6.26 "Participation and Payment Schedule"** means the document, prepared by the State Treasurer, defining the frequency, duration, and due date of P.A.C.T. Contract payments, based on information provided by the Purchaser in the P.A.C.T. Application.

**6.27 "Administrative Fees"** means those fees, listed in Section 12, which are assessed to the P.A.C.T. Contract Purchaser upon making application for enrollment in P.A.C.T.; upon making changes in the ordinary services provided under the P.A.C.T. Program; or upon making changes in P.A.C.T. Contract information provided to the State Treasurer. Administrative fees include any other fees designated as Administrative by the State Treasurer.

**6.28 "Actuarial Assessment"** means an additional contract amount assessed by the State Treasurer to preserve the actuarial soundness of the Trust fund. For an unpaid or partially paid lump sum account, this amount will be 1% of the outstanding balance per month.

## SECTION 7 ALABAMA PUBLIC COLLEGES AND UNIVERSITIES

These Rules, Regulations, and Procedures apply to Purchasers and Qualified Beneficiaries of P.A.C.T. Contracts for the prepayment of tuition and Mandatory Fees, as defined in Section 11.01, at any of the State's public four year colleges and universities, public junior colleges, public community colleges, public technical colleges, and public senior colleges. These Public Postsecondary Institutions currently are as follows:

### Public Four Year Postsecondary Institutions:

Alabama A & M University  
Alabama State University  
Auburn University  
Auburn University at Montgomery  
Jacksonville State University  
Livingston University  
Troy State University  
Troy State University at Dothan  
Troy State University at Montgomery  
University of Alabama  
University of Alabama at Birmingham  
University of Alabama at Huntsville  
University of Montevallo  
University of North Alabama  
University of South Alabama

## **Public Two Year Postsecondary Institutions:**

### **Public Community Colleges:**

Bishop State Community College  
Calhoun State Community College  
Central Alabama Community College  
Gadsden State Community College  
Jefferson State Community College  
Lawson State Community College  
Northwest Alabama Community College  
Shelton State Community College  
Shoals Community College  
George C. Wallace State Community College  
Wallace State Community College  
George Corley Wallace State Community College

### **Public Junior Colleges:**

Brewer State Junior College  
Chattahoochee Valley Community College  
Jefferson Davis State Junior College  
Enterprise State Junior College  
Faulkner State Junior College  
Patrick Henry State Junior College  
Northeast Alabama State Junior College  
Snead State Junior College  
Southern Union State Junior College  
Lurleen B. Wallace State Junior College

### **Public Technical Colleges:**

Alabama Aviation and Technical College  
Atmore State Technical College  
Ayers State Technical College  
Bessemer State Technical College  
Carver State Technical College  
Drake State Technical College  
Fredd State Technical College  
Hobson State Technical College  
Ingram State Technical College  
MacArthur State Technical College  
Opelika State Technical College  
Patterson State Technical College  
Reid State Technical College  
Southwest State Technical College  
Sparks State Technical College  
Trenholm State Technical College  
Walker State Technical College

### **Public Senior Colleges:**

Athens State College

The above listing represents the current Public Postsecondary Institutions in Alabama. However, other Public Postsecondary Institutions may be included in the P.A.C.T. Program upon decision of the State Treasurer with advice of the Alabama Commission on Higher Education, the Alabama College System, the State of Alabama Board of Education, or another organization which has the authority to make such a designation.

## **SECTION 8 CONTRACT PURCHASER**

**8.00 Eligibility of Contract Purchaser**—The Purchaser of a P.A.C.T. contract may be a natural person, a corporation, a trust,

a charitable organization, or any other Entity approved, in writing, by the State Treasurer. The Purchaser, if a natural person, must be nineteen (19) years of age or older; or must be represented by a court appointed conservator or guardian, or a trustee, or a designated custodian under the provisions of Title 26-2-20, *Code of Alabama*, 1975, (as last amended).

**8.01 Nonacceptance of the Purchaser's Application**—A prospective Contract Purchaser may be denied the right to enter into a P.A.C.T. Contract if the Purchaser does not meet the qualifications set forth in Section 8.00; if the P.A.C.T. Contract violates local, state, or federal laws; if the proposed Beneficiary is not a Qualified Beneficiary in accordance with Section 9.00; if the State Treasurer determines that it is advisable to limit the number of P.A.C.T. Contracts; if the Contract Purchaser fails to submit the P.A.C.T. Application during an official P.A.C.T. Enrollment Period; if the Contract Purchaser fails to submit the Application Processing Fee; if the Contract Purchaser submits an Application with incomplete information; or such other reasons as may be determined by the State Treasurer on behalf of the Board of Trustees.

**8.02 Number of Purchasers Per Contract**—Only one (1) individual, corporation, trust, organization, or other Entity may be named on the P.A.C.T. Application and in the P.A.C.T. Contract as the P.A.C.T. Contract Purchaser. Joint Purchasers are not permitted.

**8.03 Transfer of P.A.C.T. Contract Ownership to Another Purchaser**—All requests to transfer ownership of the P.A.C.T. Contract to a different Purchaser must be submitted, in writing, to the State Treasurer. The request must contain the signatures of both the current Purchaser and the Purchaser to whom ownership of the Contract is being transferred, unless the current Purchaser has died or has become disabled and cannot furnish a signature. If the current Purchaser has died or become disabled, proof of death or Disability, in such form as deemed acceptable by the State Treasurer, must accompany the written request for a change in Purchaser in lieu of the current Purchaser's signature. Any request for a change in Purchaser must also contain the P.A.C.T. Contract number as well as the name, address, social security number, and telephone number of the new Purchaser. The request must also be accompanied by the applicable Administrative Fee(s) as described in Sections 12.00 and 12.016.

If the current Purchaser has died or becomes Disabled, the request for transfer of Contract ownership must be submitted to the State Treasurer within six (6) months of the death or Disability. Failure to submit the request within six (6) months may result in Involuntary Termination of the P.A.C.T. Contract. The refund provisions of Section 15.06 will apply.

## **SECTION 9 QUALIFIED BENEFICIARY**

**9.00 Beneficiary Eligibility**—An individual may be named the Beneficiary of a P.A.C.T. Contract if such individual meets ALL of the following requirements:

1. The individual is a resident of the State of Alabama, or is the minor child of a noncustodial parent who is a resident of the State of Alabama;
2. The individual is under the age of eighteen (18) on the first day of the P.A.C.T. Enrollment Period;

3. The individual has not completed the eighth (8th) grade as of the first day of the P.A.C.T. Enrollment Period in question; and
4. The individual has been born at the time the Application is submitted.

A Beneficiary may be a U.S. citizen, a permanent resident alien, or a dependent of a U.S. citizen or of a permanent resident alien.

**9.01 Evidence of Residency**—A Contract Purchaser who is a natural person must execute a statement in the P.A.C.T. Application that the Beneficiary of the P.A.C.T. Contract is a resident of the State of Alabama or is the minor child of a noncustodial parent who is an Alabama resident.

Purchasers may be asked to furnish proof of the Beneficiary's residency. Failure to provide proof of the Beneficiary's residency may result in automatic Termination of the P.A.C.T. Contract and suspension of the Qualified Beneficiary from the P.A.C.T. Program.

Submission of any of the following documents, upon request, will be considered as sufficient to establish the residency status of the Qualified Beneficiary:

If the Beneficiary is one year old or younger:

- (A) A birth certificate indicating that the Qualified Beneficiary was born in Alabama.

If the Beneficiary is over the age of one:

- (B) A progress report from the Alabama preschool or Alabama day care center of the Beneficiary; or
- (C) A school report card or transcript from an Alabama public or private school.

In the event school documents are not available, residency will be determined by the parent's or guardian's residency status. Acceptable documents in this regard include the following:

- (D) Voter's registration card;
- (E) Driver's license;
- (F) Certificate of domicile;
- (G) Homestead exemption;
- (H) Utility bills;
- (I) Professional or occupational license;
- (J) Proof of full time Alabama employment;
- (K) Alabama vehicle registration; or
- (L) Any other type of documentation similar to (A) through (K) above substantiating the residency of the Beneficiary.

For Purchasers who are in the military and are stationed outside of Alabama, military documents evidencing that Alabama is their home of record will satisfy the provisions of this section.

**9.02 Beneficiary Substitutions**—The benefits of a P.A.C.T. Contract may be transferred to an Eligible Substitute Beneficiary. To qualify as eligible, the Substitute Beneficiary must meet all of the following requirements:

1. The Substitute Beneficiary must be a resident of the State of Alabama, or the minor child of a noncustodial parent who is a resident of the State of Alabama;
2. The Substitute Beneficiary must not yet have enrolled at a Postsecondary Institution;
3. The Substitute Beneficiary must be under the age of eighteen (18);

4. The Substitute Beneficiary must be born; and
5. The Substitute Beneficiary must be a member of the Immediate Family of the P.A.C.T. Contract Purchaser or a member of the Immediate Family of the original Qualified Beneficiary.

Requests for transfer of the P.A.C.T. Contract benefits to an Eligible Substitute Beneficiary must be in writing and will be accepted only during an Official Change Period. All requests for Beneficiary substitutions should be submitted with documentation evidencing the relationship of the Substitute Beneficiary to the Purchaser or to the original Qualified Beneficiary.

In general, transfer of P.A.C.T. Contract benefits to a Substitute Beneficiary is limited to transfer to a Qualified Beneficiary whose Projected College Entrance Date is the same date or is a later date than the Projected College Entrance Date of the originally named Beneficiary. An additional amount due (Actuarial Assessment), if any, above and beyond the original P.A.C.T. Contract price, may be assessed by the State Treasurer at the time that the substitution of a Beneficiary is approved by the State Treasurer. This additional amount must be paid in full before the State Treasurer will make the substitution. Additionally, the Eligible Substitute Beneficiary may not use any of the P.A.C.T. Contract benefits unless the Contract has been fully paid. In the event of a beneficiary substitution, monies previously paid to the P.A.C.T. Program or to the Trust Fund on behalf of the original Beneficiary will not be refunded.

The benefits of a P.A.C.T. Contract may be transferred to an Eligible Substitute Beneficiary whose Projected College Entrance Date will occur prior to the Projected College Entrance Date of the originally named Beneficiary only in the following cases: (a) In the event of death of the originally named Qualified Beneficiary; (b) in the event the originally named Qualified Beneficiary becomes Disabled; or (c) in the event the originally named Qualified Beneficiary receives a Full or Partial Scholarship, the terms of which cover all or a portion of the same benefits provided under a P.A.C.T. Contract. If the Purchaser contemplates transfer of Contract benefits to a Substitute Beneficiary who is older than the original Qualified Beneficiary and/or whose Projected College Entrance Date will occur prior to the Projected College Entrance Date of the originally named Qualified Beneficiary, written application for special consideration must be made to the State Treasurer. Proof of age, death or Disability, or receipt of a Full or Partial Scholarship by the original Qualified Beneficiary must be furnished in such form as required by the State Treasurer at the time the request for substitution of the Qualified Beneficiary is submitted.

If the request for Beneficiary substitution is approved, an additional Actuarial Assessment determined to be necessary to insure the actuarial soundness of the Trust Fund may be assessed. Assessment of this additional amount will be made at the time the request for special consideration is approved. Any additional amounts assessed must be paid in full before the State Treasurer will make the Beneficiary substitution. Once this additional amount is paid, the Contract Purchaser may resume making payments as originally scheduled before the substitution occurred.

If the Contract Purchaser has established a monthly payment plan, and the P.A.C.T. Contract benefits are transferred to an Eligible Substitute Beneficiary whose college entrance date precedes the final Contract payment under the monthly payment schedule, the Substitute Beneficiary may not use any P.A.C.T. Contract benefits



unless the Contract is paid in full. The Purchaser will be required to pay off the monthly payments, in full, and any outstanding Administrative Fees, in order for the Substitute Beneficiary to utilize any P.A.C.T. Contract benefits. In the event the Purchaser elects a lump sum payment schedule, the Contract must still be paid in full, including all additional Actuarial amounts assessed, and all Administrative Fees, in order for the Eligible Substitute Beneficiary to utilize any Contract benefits.

In EVERY case, transfer of P.A.C.T. Contract benefits to an Eligible Substitute Beneficiary may be made only if the Contract benefits have never been used. If any of the Contract benefits have been utilized by the originally named Beneficiary, the P.A.C.T. Contract benefits may not be transferred to a Substitute Beneficiary.

A nonrefundable Administrative Fee, as described in Section 12.015, will be assessed for the transfer of P.A.C.T. Contract benefits to an Eligible Substitute Beneficiary. The Fee must be submitted by the Purchaser at the same time that the written request for substitution of Beneficiary is made.

## SECTION 10 APPLICATION

**10.00 P.A.C.T. Enrollment Period**—A P.A.C.T. Contract may be purchased during a valid Enrollment Period. The P.A.C.T. Enrollment Period shall commence and terminate on dates set by the State Treasurer.

**10.01 Application**—Any individual, corporation, trust, charitable organization, or other Entity desiring to enter into a P.A.C.T. Contract on behalf of a Qualified Beneficiary must submit a completed Application to the State Treasurer. The Application will be considered incomplete and will not be accepted unless it is accompanied by the Application Processing Fee described in Section 12.011. The Alabama Prepaid Affordable College Tuition Program Application is hereby incorporated by reference. A P.A.C.T. Application may be obtained by calling the Prepaid Affordable College Tuition Program at either 1-800-ALA-PACT or 205-242-7514 or by writing to the P.A.C.T. office at the following address: State Treasurer's Office, P.A.C.T. Program, Suite 10, Alabama State House, Montgomery, Alabama 36130.

By completing the Application and submitting the Application Processing Fee, the Purchaser is making application to enter into a P.A.C.T. Contract. The P.A.C.T. Application will become part of the formal Contract between the State Treasurer, on behalf of the Board of Trustees, and the Purchaser. After review and acceptance of the Application by the State Treasurer, the Purchaser will be mailed a Participation and Payment Schedule and a MasterPACT. Both of these documents, in addition to the Application, become part of the formal Contract between the State Treasurer and the Purchaser.

To be complete, an Application must be accompanied by the Application Processing Fee and must contain all of the information that the State Treasurer determines is necessary for proper administration of the enrollment process. The P.A.C.T. Contract will be completed and valid at such time as the State Treasurer accepts the Purchaser and Beneficiary into the program and transmits a MasterPACT and Participation and Payment Schedule to the Purchaser.

**10.02 Naming the Qualified Beneficiary**—Unless specifically exempted by the State Treasurer, a Purchaser must name

the Qualified Beneficiary in the P.A.C.T. Application at the time the Application is submitted to the State Treasurer. Only one (1) Qualified Beneficiary is allowed per P.A.C.T. Contract. A specific Beneficiary may be named in only one (1) Contract. The Purchaser does not have to designate the Postsecondary Institution that the Beneficiary will attend until such time as the Qualified Beneficiary matriculates and in accordance with Section 11.03.

If more than one (1) Purchaser has submitted an Application for the same Beneficiary, the State Treasurer will authorize the Purchaser whose Application was received first to enter into a P.A.C.T. Contract on behalf of the Qualified Beneficiary.

## SECTION 11 THE P.A.C.T. CONTRACT

**11.00 General**—The P.A.C.T. Contract shall consist of the completed Application, the MasterPACT, and the Participation and Payment Schedule.

**11.01 Contract Benefits**—The P.A.C.T. Contract guarantees, unless otherwise stated herein, payment by the Trust Fund of Instate Tuition and Mandatory Fees, on behalf of the Qualified Beneficiary of the P.A.C.T. Contract, to the Public Postsecondary Institution in which the Qualified Beneficiary matriculates.

The P.A.C.T. Contract guarantees the following:

(1) Payment of Instate Tuition of not more than one hundred thirty-five (135) semester hours or the academic equivalent units on a quarter system or other academic term basis, OR payment of Instate Tuition until award of a baccalaureate degree to the Qualified Beneficiary, whichever comes first; AND

(2) Payment of Mandatory Fees for not more than eight (8) registrations on a semester system, twelve (12) registrations on a quarter system, or the comparable number of registrations on an academic equivalent basis for terms that are not semesters or quarters.

Any credit hours paid by the Trust Fund on behalf of a Qualified Beneficiary reduce the remaining available credit hours under the P.A.C.T. Contract. Even if the credit hours paid by the Trust Fund on behalf of the Beneficiary are not counted by the Beneficiary's Postsecondary Institution toward a college degree, the credit hours paid by the Trust Fund will, nevertheless, decrease the remaining number of credit hours available for utilization under the P.A.C.T. Contract.

The P.A.C.T. Contract does not cover fees and costs related to dormitory housing or any other types of housing. The P.A.C.T. Contract does not cover meals, books, transportation, supplies, costs of professional school, college application or entrance fees, or costs of graduate school education. The Contract also does not cover miscellaneous fees such as health fees, athletic fees, fraternity or sorority fees, or laboratory fees unless these fees qualify as Mandatory Fees as defined in Section 6.14. No graduate program, continuing education program, professional degree program, or adult education program is available under the P.A.C.T. Contract. The P.A.C.T. Contract covers only those costs and fees specified herein.

The benefits of a P.A.C.T. Contract may never be used unless all Contract payments, Actuarial Assessments, and any outstanding Administrative Fees, have been fully paid, and the social security number of the Qualified Beneficiary, as well as the Postsecondary Institution the Beneficiary will attend, has been provided to the State Treasurer.

**11.011 Earliest Availability of Contract Benefits**—In general, the earliest a Qualified Beneficiary may receive benefits under a P.A.C.T. Contract purchased during any P.A.C.T. Enrollment Period will be the Summer term immediately preceding the Projected College Entrance Date of the Qualified Beneficiary as provided in the P.A.C.T. Contract, unless the Beneficiary is an accelerated student. In the event the Beneficiary is an accelerated student, the P.A.C.T. Contract may be used, with no penalty or additional Contract cost, within three (3) years in advance of the Projected College Entrance Date of the Qualified Beneficiary. Proof that the Beneficiary is an accelerated student must be provided in such form and detail as required by the State Treasurer.

In ALL cases, the P.A.C.T. Contract, and any outstanding Actuarial Assessments and Administrative Fees, must be paid in full to advance utilization of the Contract benefits prior to the Beneficiary's Projected College Entrance Date, including utilization of the benefits during the Summer term immediately preceding the Projected College Entrance Date as well as utilization of the benefits by an accelerated Beneficiary.

**11.012 Beneficiary's Projected College Entrance Date**—If the Qualified Beneficiary's Projected College Entrance Date will be later than the Projected College Entrance Date which is supplied by the State Treasurer and which corresponds to the Beneficiary's current age and/or grade, the P.A.C.T. Contract Purchaser must submit a written request to the State Treasurer to change the Projected College Entrance Date to a later year. The written request must be accompanied by sufficient documentation, deemed acceptable by the State Treasurer, substantiating the Purchaser's request for a change in the Beneficiary's Projected College Entrance Date. Acceptable documentation may include a certified letter from the Beneficiary's principal or school teacher verifying that the Beneficiary has or will be held back a grade. The Contract Purchaser must also sign a Certification Form, provided by the State Treasurer, agreeing to pay any additional amounts which may be due on the P.A.C.T. Contract as a result of providing invalid information about the Qualified Beneficiary's Projected College Entrance Date and/or Contract payment amounts due. Both the required documentation and the completed and signed Certification Form must be submitted to the State Treasurer prior to the first payment due date of the P.A.C.T. Enrollment Period in which the Qualified Beneficiary is enrolled in the P.A.C.T. Program. If the Purchaser fails to provide all documentation within two (2) months of the first day of the P.A.C.T. Enrollment Period in question, the State Treasurer will not change the Qualified Beneficiary's Projected College Entrance Date or the P.A.C.T. Contract amount due.

Furthermore, when the Qualified Beneficiary begins to use the P.A.C.T. Contract benefits, if the Beneficiary enrolls in college in the Projected College Entrance year which corresponds to the Beneficiary's age or grade, and not in the later year furnished by the P.A.C.T. Contract Purchaser when the P.A.C.T. Contract was purchased, the Contract Purchaser must pay any Actuarial Assessments required to compensate for the difference in the P.A.C.T. Contract price corresponding to the Projected College Entrance Date furnished by the Purchaser during the P.A.C.T. Application process, and the actual date of college entrance when the Beneficiary matriculates.

The Purchaser must provide written notice of intention to advance or to delay benefits under the P.A.C.T. Contract a minimum of sixty (60) days prior to the new matriculation date of

the Qualified Beneficiary. Failure to give notice within sixty (60) days will result in assessment of a fee to the P.A.C.T. Contract Purchaser in accordance with Section 12.021.

**11.02 Contract Term**—In general, benefits under a P.A.C.T. Contract may be received for up to a ten (10) year period after the Projected College Entrance Date of the Qualified Beneficiary. If the Beneficiary, however, is an accelerated student, the P.A.C.T. Contract benefits may be used for up to ten (10) years after the actual college entrance date of the Qualified Beneficiary who is an accelerated student. Prior to the expiration of the ten (10) year limit, as long as a P.A.C.T. Contract has not been Terminated or Cancelled and is not in default, a Purchaser may request an extension of the time allowed to exercise rights under the P.A.C.T. Contract. The Purchaser must submit a written request at least one hundred eighty (180) days prior to the expiration of the ten (10) year limit and must pay a nonrefundable renewal fee assessed at the time of request for extension of the Contract term. If the request is granted, an Actuarial Assessment may be assessed to protect the actuarial soundness of the Trust Fund. Proof of acceleration will be required in such manner and form as the State Treasurer deems acceptable. In all cases, the P.A.C.T. Contract must be paid in full before the Qualified Beneficiary may use any of the benefits.

If a P.A.C.T. Contract has not been Cancelled or Terminated, and if the Qualified Beneficiary's rights under the Contract have not been fully exercised within ten (10) years from the Projected College Entrance Date of the Qualified Beneficiary, or from the actual college entrance date for an accelerated student, all Contract rights are Terminated, and no refunds are available. The money will revert to the Trust Fund.

**11.03 Notification of Intent to Receive Educational Benefits**—At such time as the Qualified Beneficiary intends to begin using the benefits under the P.A.C.T. Contract, the Contract Purchaser must submit written notification, including the name of the Postsecondary Institution the Beneficiary will attend, not less than sixty (60) days prior to the projected commencement date for utilization of Contract benefits by the Qualified Beneficiary. Failure to provide at least sixty (60) days advance notice may result in the assessment of a fee in accordance with the provisions of Section 12.021 as well as a delay in the availability of the P.A.C.T. Contract benefits until the academic term immediately following the term in which the projected commencement date for utilization of the P.A.C.T. Contract benefits falls. After proper notification to the State Treasurer of intent of the Beneficiary to matriculate, the Qualified Beneficiary will be issued an identification card in accordance with the provisions in Section 11.04.

**11.04 Identification Cards for Qualified Beneficiaries**—To receive benefits under the P.A.C.T. Program, a Qualified Beneficiary, whose P.A.C.T. Contract is in good standing, will be issued an identification card prior to each Fall college entrance period for which the P.A.C.T. Contract applies. No identification card will be issued to a Beneficiary unless the P.A.C.T. Contract and any outstanding Administrative Fees have been paid in full. An identification card shall also not be issued unless the Qualified Beneficiary submits a valid social security number. The Postsecondary Institution in which the Qualified Beneficiary has entered shall not invoice the Trust Fund on behalf of the Beneficiary unless the Beneficiary presents a valid identification card to the appropriate person and office at the college or university in which

the Qualified Beneficiary has entered. It is the responsibility of the Contract Purchaser to apply for an identification card for the Qualified Beneficiary at the time notification is given of intent of the Beneficiary to matriculate in accordance with Sections 11.03 and 12.021.

**11.05 P.A.C.T. Contract Prices—**New P.A.C.T. Contract prices will be established by the State Treasurer for each P.A.C.T. Enrollment Period. Contract prices will be based on actuarial assumptions adopted by the State Treasurer, in conjunction with the Board of Trustees, regarding tuition rates and other relevant factors. P.A.C.T. Contract prices will not include the Application Processing Fee. The contract price may include a nonrefundable Account Maintenance Fee in accordance with Section 12.012.

After a Purchaser has entered into a P.A.C.T. Contract, the Contract price will not change, unless otherwise specified herein. Establishment of new prices for future P.A.C.T. Enrollment Periods will NOT affect or change the pricing of P.A.C.T. Contracts purchased during previous P.A.C.T. Enrollment Periods.

**11.06 P.A.C.T. Contract Payments—**P.A.C.T. Contract payments are due in full on the dates specified in the P.A.C.T. Contract. Contract payments may be made under one of three (3) different Participation and Payment Schedules as follows:

(a) A lump sum payment due in full on or before the date designated by the State Treasurer; or

(b) Monthly payments over a period of sixty (60) continuous months. The payments shall begin on the date specified by the State Treasurer in the P.A.C.T. Contract and will continue on a monthly basis thereafter until the P.A.C.T. Contract is fully paid. The final payment must be received by the State Treasurer not later than the summer immediately preceding the Projected College Entrance Date of the Qualified Beneficiary. The specific due date of the final payment will be specified in the P.A.C.T. Contract. Additionally, the amount of each monthly payment will be specified by the State Treasurer in the P.A.C.T. Contract. The sixty (60) month payment option is not available for Beneficiaries who are in the seventh (7th) or eighth (8th) grade on the first day of the P.A.C.T. Enrollment Period during which the P.A.C.T. Contract is purchased; or

(c) Continuous monthly payments beginning on the date specified by the State Treasurer and continuing on a monthly basis, until the summer immediately preceding the Projected College Entrance Date of the Qualified Beneficiary. The specific due date of the final payment will be specified by the State Treasurer in the P.A.C.T. Contract. The amount of each monthly payment will also be specified by the State Treasurer in the P.A.C.T. Contract. Monthly payments for both the sixty (60) month payment option and the extended monthly payment option will be calculated based on an implied rate of interest and a monthly Account Maintenance Fee.

**11.07 Default—**Failure to make any payment within thirty (30) days of the due date shall constitute default by the Purchaser and a suspension of the Qualified Beneficiary's rights under the P.A.C.T. Contract. A Purchaser may reinstate his or her good standing within 180 days of the default, provided that all delinquent amounts, including an Actuarial Assessment, and all Administrative Fees, including late payment fees, have been paid. Reinstatement will be permitted no more than two (2) times during the term of the P.A.C.T. Contract. A Contract which has not been

reinstated shall be eligible for Involuntary Termination as provided in Sections 6.22, 12.014 and 15.06.

**11.08 P.A.C.T. Contract Modifications—**All requests by P.A.C.T. Contract Purchasers for a modification of the Contract provisions must be submitted in writing and must be accompanied by any written documentation which the State Treasurer may reasonably request and deem sufficient, along with all applicable Administrative Fees.

**11.09 Change in Payment Schedule—**A P.A.C.T. Contract Purchaser may request a change in payment schedule any time during the P.A.C.T. Enrollment Period in which the Purchaser enters the P.A.C.T. Program and extending through the 10th day of the month in which the first payment is due for monthly Purchasers, or in which the onetime, lump sum payment is due for lump sum Purchasers. A request for a change in payment schedule must be submitted, in writing, to the State Treasurer and must be received by the State Treasurer within the timeframe specified herein. A change in payment schedule at any other time, including at the time of a Beneficiary substitution, will require the P.A.C.T. Contract Purchaser to cancel their existing P.A.C.T. Contract and to purchase a new Contract during a subsequent P.A.C.T. Enrollment Period.

Purchasers electing a monthly payment plan may pay off the plan early. In such cases, the Purchaser must submit a written request to the State Treasurer requesting the payoff amount.

**11.10 P.A.C.T. Contract Payment Methods—**Any one of a variety of payment methods is available to a P.A.C.T. Contract Purchaser. These may include payment by coupon book, automatic deduction from a bank account (automatic clearinghouse checks), or payroll deduction. A Purchaser may change payment method during an Official Change Period after submitting a written request to the State Treasurer.

Automatic payroll deduction is provided for State employees. Any other employer desiring to establish automatic payroll deduction for P.A.C.T. Contract Purchasers may do so as long as the payroll deduction is administered in accordance with specifications provided by the State Treasurer. Payroll deduction may be established only for the named Contract Purchaser. Although P.A.C.T. typically permits anyone to make the Contract payments, in the case of payroll deduction, the employee establishing the deduction must be the named P.A.C.T. Contract Purchaser.

Contract Purchasers electing payment by coupon book will be responsible for making all payments on time, even if the Purchaser has not received a coupon book. Similarly, a Purchaser will be responsible for making all payments on time, prior to implementation of payroll deduction or automatic deduction from a checking or savings account. Any Purchaser who delays payment beyond the payment due date, until a coupon book has been issued or until payroll deduction or automatic bank deduction has been implemented, will be assessed late payment fees and an Actuarial Assessment.

**11.11 Contract Modifications Other Than Changes in Payment Schedule—**All requests for modification(s) in the P.A.C.T. Contract must be made, in writing, to the State Treasurer during an Official Change Period, and must be submitted along with any applicable Administrative Fees and any supporting written documentation required by the State Treasurer. Requests for modifications, may include, but are not limited to, a change in Contract Purchaser or transfer of the Contract benefits to an

Eligible Substitute Beneficiary. Except as provided herein, no Contract changes will be allowed except during an Official Change Period.

**11.12 Contract Exclusions—** Nothing in these Rules, Regulations and Procedures, in the P.A.C.T. Contract, or in the Wallace-Folsom Prepaid College Tuition Trust Fund Act shall be construed as a promise or guarantee by the State Treasurer, the Board of Trustees, or employees or consultants of the State Treasurer and/or the Board of Trustees, of any of the following:

- Admission of the Qualified Beneficiary to a Postsecondary Institution.
- Admission of the Qualified Beneficiary to a particular Postsecondary Institution.
- Authorization to the Qualified Beneficiary to continue enrollment at a Postsecondary Institution after admission.
- Graduation of the Qualified Beneficiary from a Postsecondary Institution.
- Qualification of the Qualified Beneficiary as an instate resident for instate, rather than out-of-state, Tuition and Mandatory Fees.

No continuing education courses, graduate program, first professional program, or adult education program is available under the P.A.C.T. Program.

Tuition and Mandatory Fees paid under a P.A.C.T. Contract will be Instate Tuition and Instate Mandatory Fee charges only. A Beneficiary who matriculates and who does not meet the instate residency requirements of the selected Alabama Public Postsecondary Institution, as determined by that institution at the time benefits under a P.A.C.T. Contract are requested, shall receive the P.A.C.T. Contract benefits at the Instate Tuition and Mandatory Fee rates. The State Treasurer, the P.A.C.T. Program, and the Trust Fund are not responsible for payment of the difference between instate and out-of-state tuition and fee rates. P.A.C.T. will not pay tuition charges or Mandatory Fee charges at a rate in excess of the rate charged to students who are eligible for Instate Tuition and Mandatory Fee rates.

## SECTION 12 ADMINISTRATIVE FEES

**12.00 Administrative Fees—** Administrative Fees are assessed when a Purchaser submits an application for a P.A.C.T. Contract, or when alterations are made in Contract information or in the ordinary services provided under the P.A.C.T. Program. The types of fees as well as the amount charged for each is subject to change during the life of any P.A.C.T. Contract.

**12.01 Fees Assessed and Fee Schedules—** The following Administrative Fees and fee schedules will apply to all Purchasers of P.A.C.T. Contracts, subject to changes the State Treasurer may make over the life of the Contract in the types and/or amounts of such Administrative Fees:

**12.011 Application Processing Fee—** A seventy-five dollar (\$75.00) Application Processing Fee will be collected for EACH P.A.C.T. Application at the time that the Application is submitted to the State Treasurer. An Application will not be accepted unless the full amount of the Application Processing Fee is submitted along with the Application.

In general, the Application Processing Fee is nonrefundable. The Application Processing Fee will only be refunded if the P.A.C.T. Application is rejected and the Purchaser is denied participation in the P.A.C.T. Program through no fault of the Purchaser.

**12.012 Account Maintenance Fee—** All P.A.C.T. Contract payments include a nonrefundable account maintenance fee.

**12.013 Cancellation Fee—** Fifty percent (50%) of the amount paid into the Trust Fund, up to a maximum of one hundred fifty dollars (\$150.00), excluding Administrative Fees, will be assessed upon the Cancellation of a P.A.C.T. Contract. The Cancellation Fee will be waived only in the event of death or Disability of the Qualified Beneficiary.

In the event of death or Disability of the Qualified Beneficiary, the Purchaser must submit a written request, at the time of application for a refund, for waiver of the Cancellation Fee. Documentation of death or Disability of the Qualified Beneficiary must be submitted along with the written request for waiver of the Cancellation Fee.

**12.014 Termination Fee—** A P.A.C.T. Contract may be Involuntarily Terminated for any of the following reasons:

- The Purchaser or Beneficiary has failed to make payments pursuant to the MasterPACT and/or the Participation and Payment Schedule;
- The Purchaser or Beneficiary has made no Contract payments within forty-five (45) days of the first payment due date following the close of the P.A.C.T. Enrollment Period during which the P.A.C.T. Application was submitted;
- The Purchaser or Beneficiary has not complied with these Rules, Regulations, and Procedures;
- The Purchaser or Beneficiary has made a material misrepresentation of information;
- The Purchaser or Beneficiary has provided false information to the P.A.C.T. Program; or
- Such other reasons as the State Treasurer may reasonably impose.

If the P.A.C.T. Contract is Terminated, a Termination Fee of one hundred percent (100%) of the amounts paid into the Trust Fund, excluding Administrative Fees, up to a maximum of five hundred dollars (\$500.00) will be assessed. Any refund due to the Purchaser of amounts paid into the Trust Fund, in the event of Termination of the P.A.C.T. Contract, is addressed in Section 15.06.

**12.015 Substitution of Beneficiary Fee—** A fifty-five dollar (\$55.00) fee will be assessed to transfer P.A.C.T. Contract benefits to a Substitute Beneficiary. In the event of death or Disability of the original Beneficiary, or in the event the Beneficiary receives a Full or Partial Scholarship, this fee may be waived. A written request for waiver must be submitted by the P.A.C.T. Contract Purchaser. Proof of death or Disability of the Qualified Beneficiary, or receipt of a Full or Partial Scholarship by the Qualified Beneficiary, must be provided in such form as deemed acceptable by the State Treasurer along with the written request for waiver of the fee.

**12.016 Fee for Transfer of Contract Ownership to Another Purchaser—** A twenty dollar (\$20.00) fee will be assessed to transfer ownership of the P.A.C.T. Contract to a different Purchaser. In the event of death or Disability of the current Purchaser, this fee may

be waived. A written request for waiver must be submitted, along with the \$20.00 transfer fee, to the State Treasurer by the Purchaser to whom ownership of the P.A.C.T. Contract is being transferred and in accordance with the provisions of Section 8.03 herein.

**12.017 Fee for Enrollment in an Independent/Private Instate Postsecondary Institution or in an Out-of-State Postsecondary Institution**—In the event a Qualified Beneficiary elects to attend an Independent/Private Instate Postsecondary Institution or an Out-of-State Postsecondary Institution, or in the event a Qualified Beneficiary transfers from an Instate Public Postsecondary Institution to an Independent/Private Instate Postsecondary Institution or to an Out-of-State Postsecondary Institution, the Contract benefits will be transferred to such other Postsecondary Institution in accordance with the provisions of Section 13. Each time a transfer occurs, the P.A.C.T. Contract Purchaser will be assessed a twenty-five dollar (\$25.00) processing fee per transfer, i.e. per academic term.

**12.018 Late Payment Fee**—A late payment fee of fifteen (\$15.00) dollars shall automatically be assessed on each monthly P.A.C.T. Contract payment received more than ten (10) days past the payment due date. A grace period, up to four (4) days in length, may be granted when a federal and/or State holiday occurs within the ten (10) days specified in this Section. If a Purchaser's payments are habitually late, the State Treasurer, at his discretion, may Terminate the Purchaser, and, therefore the Beneficiary, from the P.A.C.T. Program.

**12.019 Fee for Returned Items**—A fifteen dollar (\$15.00) returned item fee shall automatically be assessed for any returned item including, but not limited to, payment made by check or through ACH (Automatic Clearinghouse). Such payments include both P.A.C.T. Contract payments and Administrative Fee payments that are returned.

**12.020 Fee for Document Replacement or Copies**—Except as provided herein, Purchasers and/or Beneficiaries shall automatically be assessed a seven dollar (\$7.00) fee per document (not per page) when requesting more than one copy, or a replacement copy, of any P.A.C.T. document including, but not limited to, the P.A.C.T. Application, the Participation and Payment Schedule, the MasterPACT, the coupon book, and the identification card. If another gift pack is requested, a \$7.00 fee will be assessed for the entire gift pack rather than for each document contained in the gift pack. However, for lengthy documents, for documents requiring additional postage beyond the basic postage rate for a first class letter, and for documents requiring overnight delivery, the State Treasurer may assess an additional amount above the \$7.00 fee. The additional amount shall not exceed \$25.00 per request from the Contract Purchaser.

**12.021 Fee for Failure to Provide Sufficient Notification of Intent to Use the Contract Benefits**—Pursuant to Section 11.03 of these Rules, Regulations, and Procedures, the Purchaser should give at least sixty (60) days written notification of the Beneficiary's intent to use benefits under a P.A.C.T. Contract and should specify the Postsecondary Institution the Beneficiary will attend. Failure to provide adequate notification may result in assessment of a forty-five dollar (\$45.00) fee. This fee must be paid by the Purchaser before benefits under the P.A.C.T. Contract will

be paid to the Postsecondary Institution in which the Qualified Beneficiary has matriculated.

**12.022 Fee for Changes in Payment Schedule or Payment Method**—A fifteen dollar (\$15.00) processing fee will be assessed for a change in payment schedule or payment method.

## SECTION 13 ATTENDANCE AT AN INDEPENDENT/PRIVATE INSTATE OR AN OUT-OF-STATE POSTSECONDARY INSTITUTION

**13.00 Utilization of P.A.C.T. Contract Benefits at an Independent/Private Instate Postsecondary Institution or at an Out-of-State Postsecondary Institution**—In the event the Qualified Beneficiary matriculates in an Independent/Private Instate Postsecondary Institution or in an Out-of-State Postsecondary Institution, the Current Tuition Value will be forwarded, each academic term, to the Postsecondary Institution on an academic equivalent hourly basis subject to the provisions of the P.A.C.T. Contract described in Section 11.01. In no case will the amount forwarded ever exceed the cost of undergraduate tuition plus Mandatory Fees of the Postsecondary Institution to which the money is forwarded for the particular academic hours and term in questions.

Forwarding of P.A.C.T. Contract benefits under this Section will be made only when all of the following have occurred:

1. The Purchaser has submitted a written request and all applicable Administrative Fees to the State Treasurer for transfer of the P.A.C.T. Contract benefits. The request and Administrative Fees must be submitted not less than sixty (60) days in advance of the first academic term for which the P.A.C.T. Contract benefits are to be paid;
2. The Purchaser has paid the applicable Administrative Fee(s) in accordance with Section 12.017;
3. The State Treasurer has received sufficient written verification of attendance from the Independent/Private Instate Postsecondary Institution or from the Out-of-State Postsecondary Institution not less than thirty (30) days in advance of each and every academic term for which the P.A.C.T. Contract benefits are to be paid; and
4. The State Treasurer has received a valid invoice from the Beneficiary's college or university after the end of the institution's official drop/add period for each academic term for which P.A.C.T. Contract benefits are to be paid.

Failure to comply with all thirty (30) and sixty (60) day requirements in this Section may result in the delay or unavailability of the P.A.C.T. Contract benefits until the following academic term.

## SECTION 14 TERMINATION OR CANCELLATION OF A P.A.C.T. CONTRACT

**14.00 General**—Unless otherwise stated herein, Termination or Cancellation of a P.A.C.T. Contract shall result in a refund to the Purchaser only after payment of applicable Administrative Fees.

**14.01 Individual Entitled to Cancel a P.A.C.T. Contract**—The person entitled to cancel a P.A.C.T. Contract is the Contract Purchaser.



**14.02 Individual Entitled to Receive Refunds**—Unless otherwise stated herein, the individual entitled to receive any refunds which may be due under a P.A.C.T. Contract is the named Contract Purchaser.

## **SECTION 15 REFUND OF AMOUNTS PAID INTO THE TRUST FUND**

**15.00 General**—Unless otherwise stated herein, refunds will be paid to the Purchaser.

Refund amounts will be based on the reason for Terminating or Cancelling a P.A.C.T. Contract. Except as provided herein, refunds shall not exceed the amount paid by the Purchaser for any P.A.C.T. Contract. Termination of student status after the official drop/add period eliminates the refund option for that academic term.

If a Qualified Beneficiary does not receive course credit for credit hours paid under a P.A.C.T. Contract, a refund will not be available for these credit hours. Furthermore, once the Trust Fund has paid a Postsecondary Institution for credit hour(s) on behalf of a Qualified Beneficiary, the hour(s) paid to the Postsecondary Institution reduce the total number of credit hours available for calculation of any refund amount that may be due to the Purchaser.

If the Qualified Beneficiary achieves a baccalaureate degree in fewer than the maximum number of credit hours guaranteed under a P.A.C.T. Contract and/or in fewer than the number of academic terms for which payment of Mandatory Fees is guaranteed under the Contract, a refund will not be available. As soon as a Qualified Beneficiary attains a baccalaureate degree, and/or utilizes the total number of credit hours guaranteed under the Contract, all services under the P.A.C.T. Contract will be Terminated. Any refund made to the Purchaser will occur only after the Purchaser has paid any outstanding Administrative Fees.

Unless otherwise specified herein, refunds will be paid in installments as determined by the State Treasurer. The amount of the refund installments will be calculated by the State Treasurer at the time the written request for a refund is approved. Unless otherwise stated herein, the refund installments will be paid to the Purchaser. The State Treasurer is not responsible for any refunds that may be payable by the Postsecondary Institution.

**15.01 Refund in the Event of Death or Disability of the Qualified Beneficiary; or in the Event the Beneficiary is a Dependent of a Blind Parent; or in the Event the Beneficiary is a Dependent of a Deceased or Disabled Veteran or of a Prisoner of War**—Refunds may exceed the amounts paid into the Trust Fund in the following circumstances: (a) In the event of death or Disability of a Qualified Beneficiary; (b) in the event the Beneficiary is a dependent of a blind parent under Title 16, Sections 33-1 through 33-12, *Code of Alabama*, 1975 (as last amended); or (c) in the event the Beneficiary is a dependent of a deceased or disabled veteran or a prisoner of war under Title 31, Sections 6-1 through 6-4, *Code of Alabama*, 1975 (as last amended). In any of these circumstances, the Current Tuition Value of the P.A.C.T. Contract shall be refunded to the Purchaser.

For the refund provisions stated herein to apply, the Purchaser must submit a written request for Cancellation of the P.A.C.T. Contract. The written request must be submitted within one

hundred eighty (180) days of the death or Disability of the Qualified Beneficiary or within one hundred eighty (180) days of the Beneficiary's qualification under the *Code of Alabama*, as referenced herein. Furthermore, proof of death, Disability, or qualification under the *Code of Alabama* must be submitted in such form as is deemed acceptable by the State Treasurer. If the written request and required documentation are not submitted within the one hundred eighty (180) day deadline, the refund provisions of Section 15.06 may apply.

**15.02 Refund in the Event of a Reduction in Tuition and/or Fees for a Child of an Employee of a Postsecondary Institution**—Some Postsecondary Institutions may charge lower tuition and/or fees to a student who is a child of an employee of the Postsecondary Institution. If a P.A.C.T. Contract Beneficiary is eligible for this reduction, the Contract Purchaser may elect to cancel the P.A.C.T. Contract and request a refund under Section 15.06 herein. The refund will be equal to the Redemption Value of the Contract. If the Purchaser does not cancel the P.A.C.T. Contract, P.A.C.T. will pay the college or university based on the invoice submitted by the Postsecondary Institution and subject to the provisions of P.A.C.T. stated in these Rules, Regulations, and Procedures. If the invoice is for a reduced amount because the Beneficiary is the child of an employee of the Postsecondary Institution, and the Beneficiary has received reduced tuition and/or Fees, P.A.C.T. will pay the reduced amount, and no refund will be available from the Trust Fund. If the invoice is for the full amount of tuition and/or Fees, and the reduction of these expenses will occur during or at the end of an academic term, P.A.C.T. will pay the Postsecondary Institution just as if the reduction in tuition and/or Mandatory Fees was not available, and the Purchaser and the Postsecondary Institution may determine if a refund is available from the Postsecondary Institution. No refund will be available from the Trust Fund.

**15.03 Refund in the Event of Receipt of a Full or Partial Scholarship by a Qualified Beneficiary**—If a Qualified Beneficiary is awarded a Full or Partial Scholarship, the terms of which fully or partially cover the benefits guaranteed in the P.A.C.T. Contract, monies paid for the purchase of the P.A.C.T. Contract may be refunded by the college or university. Payments from the Trust Fund will be made to the Postsecondary Institution in which the Beneficiary matriculates just as if a Scholarship had not been awarded. It will be the responsibility of the Beneficiary to request a refund of overpayment of tuition and Fees from the college or university attended by the Beneficiary. Any refund of overpayment of tuition and Fees will not be made by the Trust Fund.

**15.04 Refund if the Beneficiary Matriculates in a Military College or University**—In the event the P.A.C.T. Contract Beneficiary matriculates in one of the U.S. Government sanctioned military academies listed below, such that tuition and Mandatory Fees are not charged, the Purchaser will receive a refund equal to the Current Tuition Value of the P.A.C.T. Contract. A request for a refund must be submitted within sixty (60) days of the Beneficiary's enrollment in the military college or university and must be accompanied by written documentation, deemed acceptable by the State Treasurer, evidencing enrollment. Otherwise, the refund provisions of Section 15.06 may apply. The provisions

herein apply to attendance at any one of the following military academies:

- The United States Air Force Academy in Colorado Springs, Colorado
- The United States Naval Academy in Annapolis, Maryland
- The United States Military Academy at Westpoint, New York
- The United States Merchant Marine Academy at Kingspoint, New York
- The United States Coast Guard Academy in New London, Connecticut

**15.05 Refund if the Beneficiary Matriculates in a Postsecondary Institution Located Outside of the United States**—If the Beneficiary matriculates in a Postsecondary Institution located outside of the United States, the P.A.C.T. Contract Purchaser may receive a refund of the Current Tuition Value of the Contract. The Contract Purchaser must submit a written request for a refund and must furnish written documentation, acceptable to the State Treasurer, substantiating the Beneficiary's attendance at a Postsecondary Institution located outside of the United States.

**15.06 Other Refunds**—Refunds for reasons or circumstances other than those stipulated above in Sections 15.00, 15.01, 15.02, 15.03, 15.04, and 15.05 may be made to the Purchaser upon written request by the Purchaser after submission of all documentation required by the State Treasurer to substantiate the refund request, and after payment of the required Administrative Fee(s).

The Purchaser will be entitled to a refund equal to the Redemption Value of the Contract. A refund under this rule will not include credit hours or Mandatory Fees paid by the Trust Fund on behalf of the Qualified Beneficiary prior to the time of refund.

## **SECTION 16 SPECIAL PETITION**

**16.00 General**—Any individual, corporation, organization, or other Entity desiring to petition for relief from the Rules, Regulations, and/or Procedures dictated herein may do so by filing a written petition with the State Treasurer. The petition shall contain the name and address of the person requesting relief; the specific nature of the relief requested; the name and address of any Purchaser or Beneficiary on any disputed P.A.C.T. Contract; the P.A.C.T. Contract account number(s) of the Contract(s) in question; the rule, regulation, and/or procedure from which the Petitioner is requesting relief; the date of request; the social security number or tax identification number of the Beneficiary and of the Purchaser; and the sworn signature of the petitioner. The response to the petition will be in writing and will be made within forty-five (45) days of receipt of the petition from the individual requesting relief. The State Treasurer, or his designee, has the authority to respond to the petition on behalf of the Board of Trustees.

## **SECTION 17 MISCELLANEOUS PROVISIONS**

**17.00 Promulgation and Amendment of these Rules, Regulations, and Procedures**—The State Treasurer, on behalf of the Board of Trustees, shall promulgate such other Rules, Regulations, and Procedures as are deemed necessary to implement

the P.A.C.T. Program and shall amend such Rules, Regulations, and Procedures as is necessary for operation of the P.A.C.T. Program.

## **SECTION 18 WAIVER OF RULES, REGULATIONS, AND PROCEDURES**

**18.00 General**—The State Treasurer may waive portions of these Rules, Regulations, and Procedures to prevent hardship of the Purchaser and/or of the Qualified Beneficiary.

## **SECTION 19 P.A.C.T. RULES, REGULATIONS, AND PROCEDURES FOR CORPORATIONS, TRUSTS, CHARITABLE ORGANIZATIONS, AND OTHER QUALIFIED ENTITIES**

**19.00 General**—These Rules, Regulations, and Procedures have been established by the State Treasurer for Contract Purchasers who are not natural persons. The State Treasurer has determined that entering into P.A.C.T. Contracts to be awarded to Beneficiaries who are not immediately known and who, when known, will not be an immediate family member of the Purchaser, will allow and encourage corporations, trusts, charitable organizations, foundations, civic groups and other interested parties, who are not natural persons, to enter into P.A.C.T. Contracts. This type of Contract will also provide educational benefits to Beneficiaries who might otherwise not be able to afford postsecondary education.

For the purpose of these Rules, Regulations, and Procedures, the term "Entity" shall mean any corporation, trust, charitable organization, or any other business or organization which is not a natural person and which is approved by the State Treasurer for the purchase of a P.A.C.T. Contract. Unless specifically exempted herein, all Rules, Regulations, and Procedures pertaining to P.A.C.T. Contract Purchasers who are natural persons also apply to any Purchaser that is an Entity.

**19.01 Eligibility of the Purchaser**—The Purchaser of a P.A.C.T. Contract may be any Entity approved, in writing, by the State Treasurer.

**19.02 Naming the Beneficiary**—An Entity which purchases a P.A.C.T. Contract is not required to name the Contract Beneficiary at the time the P.A.C.T. Application is submitted to the State Treasurer. However, if the Entity submits a P.A.C.T. Application for an unnamed Beneficiary, a Projected College Entrance Date for the unnamed Beneficiary must be specified on the P.A.C.T. Application. The age of the unnamed Beneficiary on the P.A.C.T. Application will be the normal age for a Beneficiary expected to enter college in the Academic School Year corresponding to the Projected College Entrance Date. For purposes of the P.A.C.T. Program, the unnamed Beneficiary will be called either "John Doe" or "Jane Doe." The Beneficiary must be named not less than six (6) months prior to the Projected College Entrance Date specified by the Entity on the P.A.C.T. Application.

**19.03 Beneficiary Eligibility**—If the Beneficiary is named at the time the P.A.C.T. Application is submitted to the State Treasurer, the Beneficiary eligibility requirements of Section 9.00 are applicable. If the Beneficiary is not named when the P.A.C.T. Application is submitted to the State Treasurer, at such time as the Beneficiary

is named, the named Beneficiary must meet all of the following requirements:

- The Beneficiary must be a resident of the State of Alabama or must be the minor child of a noncustodial parent who is an Alabama resident.
- The Beneficiary must be under the age of eighteen (18).
- The Beneficiary must have a college enrollment year which is the same year as the Projected College Entrance Date provided in the P.A.C.T. Application by the Entity.
- The Beneficiary must be born and have a valid birth certificate.

**19.04 Failure to Name the Beneficiary**—Failure to name the Beneficiary within the timeframe specified in Section 19.02 will result in a Termination of the P.A.C.T. Contract, and the monies will revert to the Trust Fund.

**19.05 Beneficiary Substitutions**—Should the named Beneficiary elect not to use the P.A.C.T. Contract benefits, and the Contract is transferred to an Eligible Substitute Beneficiary, the provisions of Section 9.02 will apply except that the new Beneficiary does not have to be a member of the Immediate Family of the Purchaser or of the original Qualified Beneficiary. Nevertheless, the Beneficiary must be someone other than the spouse, child, stepchild, adopted child, grandchild, niece, nephew, or ward of the Purchaser. The Purchaser, if an individual, may be required to submit documentation evidencing the relationship of the Eligible Substitute Beneficiary to the Purchaser.

**19.06 Application**—For any corporation or trust submitting a P.A.C.T. Application, the Application will be considered incomplete, and will not be accepted by the State Treasurer, unless the corporate Application is accompanied by the corporation's Certificate of Good Standing, or unless the trust Application is accompanied by the declaration page of the trust. Furthermore, the Entity must provide its taxpayer identification number on the Application, and the Application must be complete in all other respects as described in Sections 10.01 and 19.02.

**19.07 Utilization of the P.A.C.T. Contract Benefits**—The P.A.C.T. Contract benefits may not be used unless the Purchaser has furnished to the State Treasurer the name, age, and social security number of the Qualified Beneficiary and has complied with all other applicable Rules, Regulations, and Procedures pertaining to Purchasers who are natural persons.